

FY16 Federal Perkins Application Guidelines

This section provides some quick references and guidelines that will help you complete the supplemental part of the application

ADECONNECT	All projects will be submitted through the Grants Management System. The link is found at: www.azed.gov
CHECKLIST	The grant application “checklist” will communicate feedback to the LEA on missing information and other needed edits prior to approval.
SECTIONS PAGE	Displays all of the related pages of the funding application.
SECTION STATUS	Displays the current status that should prompt next needed approval review.
ADDRESS BOOK	Displays and identifies LEA assigned roles <i>(use this to check next approval level)</i>
NOT STARTED	No draft application started
DRAFT STARTED	Outline of grant application begins <i>(stays at LEA level)</i>
DRAFT COMPLETED	Draft completed <u>WILL NOT</u> send the application to ADE. The LEA Business Manager and LEA Authorized representative must approve prior to sending for SEA review and approval.
LEA BUSINESS MANAGER APPROVED-* <i>DESIGNATED ROLE BY LEA</i>	Local Education Agency personnel authorized to review and approve/not approve grant application
SEA CTE FEDERAL PERKINS PROGRAM SPECIALIST APPROVED	State Education Agency Career and Technical Education personnel authorized to provide technical assistance in the grant review and approval process. <i>(Eligible to “obligate funds”/substantially approved)</i>
SEA CTE FEDERAL PERKINS DIRECTOR APPROVED	State Education Agency Career and Technical Education Deputy Associate Superintendent reviews SEA-Program Specialist approved grant applications for final approval.
APPROVAL	All funding applications must through all status changes above to receive final approval. (two levels at the district and two levels at the state).
NOT APPROVED	Grant application will be returned with guidance on needed edits for approval
REVISION STARTED	Grant application is returned to districts for grant edits, reallocation of funds.
REVISION COMPLETED	Grant application completed on the LEA level and sent back through Grant System process for final approval.